



# 英语小作文笔记

奇峰

之前

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# 小作文的格式

## 书信

Dear XXX,

Dear Sir or Madam,

To Whom It May Concerned,

第一段 - 铺垫目的

第二段 - 具体内容

第三段 - 表明期待

Yours Sincerely,

Li Ming

## 通知

NOTICE

May 1, 2023

第一段 - 铺垫目的

第二段 - 具体内容

第三段 - 联系方式

落款

# 类型 1 建议信

## 1.1 2012 英 I

Dear Students,

Welcome to our university for further study. On behalf of the Students' Union, I am writing this email in order to offer some [advice/suggestions/proposals/tips] [about/concerning/with regards to] campus life.

[Much can be shared./ Relevant advice can be [summarized/outlined] as follows.] More specifically, it is wise to [grasp/master] some basic Chinese expressions in advance so that you are able to overcome language barriers during the process of learning. In addition, you are advised to take part in various social activities in your spare time to make new friends. Finally, were I you, I would download WeChat into smartphones to communicate with classmates and teachers conveniently.

I wish that you could accept my advice, expecting your arrival.

Yours Sincerely,

Li Ming

## 1.2 2021 英 I

Dear Friend,

How is it going recently? I am greatly delighted to hear that you are going to take up an occupation in China, writing this email ...

In addition, you are advised to prepare a detailed CV(简历) to highlight your advantages, including your educational background, working experience and other related skills. Finally, were I you, I would download job-hunting apps into the smartphone to gain some information about openings.

Yours Sincerely,

Li Ming



### 1.3 2011 英 II

Dear Li Ming,

Congratulations. I am greatly delighted to hear that ..., writing ...

More specifically, it is wise to concentrate on learning and keep away from online games so that you are able to improve the competitive edge in the future. In addition, ... Finally, you must [form/develop/cultivate] a sense of independence in life.

I wish that you could accept my advice, expecting your reply.

Yours Sincerely,

Li Ming

### 1.4 2016 英 II

Dear Jack,

Thanks for your congratulations. I am writing this email in order to ...

In addition, you are advised to take part in some translation courses to gain related skills. Finally, ... download translation apps to check your translation content conveniently.

### 1.5 2014 英 I

Dear President,

As a senior student in this university, I am writing this email to offer some proposals about how to improve students' physical well-being.

Relevant details can be outlined as follows. More specifically, it is necessary to enhance students' awareness of doing exercise which can contribute to student's health. In addition, our college is expected to purchase updated sports [equipment/facilities] to [spark/fuel] students' passion for doing exercise. Finally, we would appreciate it if our canteen could provide more nutritionally balanced diets.

I wish that you could take my advice into [account/consideration], expecting your positive reply.

Yours Sincerely,

Li Ming

## 类型 2 邀请信

时间/地点/目的/主题/内容/收获/要求

### 2.1 2022 英 II

Dear Students,

A campus food festival, which is organized by XXX, is around the corner. Thus, I am writing this email in order to invite you to take part in this activity.

Much can be shared. More specifically, the festival will be held on the playground on May 1, from 8:00 am to 8:00 pm. In addition, the purpose of this festival is to help you gain deeper understanding of Chinese food culture. Finally, you will have chances to taste various delicious snacks.

I wish that you could take my invitation into [account/consideration], expecting your positive reply.

Yours Sincerely,  
Li Ming

### 2.2 2021 英 II

Finally, you are advised to download Ding Talk in advanced and participate in the meeting on time.

### 2.3 2013 英 II

In addition, the purpose of this charity sale is to help children from disadvantaged families finish their schooling. Finally, you are expected to bring something for sale and raise money to help those kids in need.



## 2.4 2013 英 I

...to act as a judge for the contest.

In addition, the contest will consist of three rounds and select 10 winners in the end. Finally, you are expected to assess candidates's performance and share some tips concerning English learning.



## 类型 3 推荐信

### 3.1 2011 英 I

Dear Friend,

Knowing that you [enjoy/are fond of/are fascinated with] watching films in your spare time, I am writing this email in order to recommend a great masterpiece - *Away*.

Much can be shared. More specifically, the film tells a moving and inspiring story: a boy experiences countless difficulties and achieves success in the end. In addition, the film will spark your passion for life when you feel depressed. Finally, the film can help you gain deeper understanding of the culture of the British society and culture.

I wish that you could take my recommendation into [account/consideration], expecting your positive reply.

Yours Sincerely,  
Li Ming

### 3.2 2015 英 I

Films  $\Rightarrow$  Books

### 3.3 2017 英 I

More specifically, it is a good idea to visit the local museum in which you will have chances to gain deeper understanding of history and culture. In addition, you can go to Liu Gong Island to experience the fishers' life. Finally, if you are interesting in delicious food, the Walking Street is strongly recommended.



### 3.4 2023 英 II

Dear David,

Knowing that ..., I am writing this ...

Were I you, I would go ... More specifically, the XXX can help you gain deeper understanding of ... In addition, you will have chances to appreciate ... Finally, you are likely to make new friends who have common interest with you.

## 类型 4 介绍信

### 4.1 2017 英 II

Dear Professor Williams,

I am more than honored to accept your invitation, writing this email in order to specify the main points of my presentation.

Much can be shared. More specifically, the first part of my presentation will involve an outstanding Chinese philosopher - Lao Zi - and his thought called Taoism that has dramatic effects on Chinese culture. In addition, the second part will center on Chinese tea culture and its difference from other tea cultures. Finally, time permitted, I will display some videos about Chinese Kung Fu.

I wish my presentation could spark students' passion for Chinese culture, expecting your positive reply.

Yours Sincerely,  
Li Ming

### 4.2 2019 英 I

Dear Friend,

I am greatly delighted to receive your letter, writing ...

Much can be shared. More specifically, the purpose of this project is to help children from disadvantaged families finish schooling. In addition, besides raising money for those kids, the project also enlists college students to act as volunteers in rural primary schools. Finally, volunteers who are fluent in English are badly needed in the project.

I wish that my introduction could be useful for you, expecting your participation in our project.

Yours Sincerely,  
Li Ming

## 类型 5 低频类型

### 5.1 感谢信 - 2010 英 II

Dear Jack,

I have just returned to my home, writing this email with the purpose of expressing my gratitude for your hospitality and inviting you to visit China.

Much can be said. Thanks to your help, I could get used to foreign life and overcome language barriers during the process of communication. Moreover, I have gained deeper understanding of culture difference. In return for your help, I sincerely invite you to visit my country. I will show you around my city and you will have chances to taste various delicious snacks.

All in all, words fail to express my gratitude. I am expecting your arrival.

Yours Sincerely,

Li Ming

### 5.2 投诉信 - 2012 英 II

To Whom It May Concern,

As a customer who purchased an electronic dictionary from your online store, I am writing this letter with the purpose of expressing my dissatisfaction with your product and demanding a reasonable solution.

Much can be complained. More specifically, the battery life falls short of my expectation, and I must recharge it frequently. To make matter worse, the keyboard does not work sometimes, which is extremely annoying. As for the solution, I will mail the product back to you for a further check. If you cannot repair it, you must give me a new one or a full refund.

I do hope that you will give serious thought to my complaint and request, expecting your attention and action.

Yours,

Zhang Wei



### 5.3 道歉信 - 2018 英 II

Dear Professor Smith,

I am more than regretful to tell you that I have to cancel my original plan, writing this email with the purpose of making an apology and suggesting a future meeting.

The reason why I change my plan is that I come down with serious flu due to unknown virus. My doctor requires me to stay in the hospital until full recovery. I wonder whether you have available time in August. If you have, I will call on you at that time.

I am sorry for any inconvenience caused to you, hoping that you could understand my situation and accept my apology.

Yours Sincerely,

Li Ming

### 5.4 辞职信 - 2005 英 I

Dear Mr.Wang,

Thanks for giving me a working oppotunity two months ago. Unfortunately, I find the work is unsuitable for me, writing this email with the purpose of quitting my full-time employment.

Relevant reasons can be outlined as follows. More specifically, the salary falls short of my expectation. As a consequence, as a breadwinner, I suffer from huge economic pressure. To make matters worse, the task turns out to be challenging and demanding, because I fail to keep abreast of the latest trend in fashion. Finally, I decide to pursue further study to boost my comprehensive ability.

I am sorry for any inconvenience caused to you, hoping that you could understand my situation and accept my resignation.

Yours Sincerely,

Li Ming

### 5.5 请求信 - 2006 英 I

To Whom It May Concern,

As a senior student who intends to help a kid from a rural area, I am writing this email with the purpose of seeking your help in finding a candidate.



Relevant requirements can be outlined as follows. To be more specific, the kid should come from a disadvantaged family and work diligently. Besides, the kid ought to be willing to help others in need. As for my plan, I will mail 114514 RMB annually to the kid in order to cover his or her schooling fees.

Thanks for your time and effort in advance. I am expecting your positive reply.

Yours Sincerely,

Li Ming

# 类型 6 通知

## 6.1 2010 英 I

NOTICE

May 1,2023

A significant international conference on globalization will be held in our university from May 10 to May 13. Thus, the notice is meant to recruit volunteers for this conference.

Concrete qualifications can be outlined as follows. To be more specific, the candidates should be fluent in English to overcome language barriers during the process of communication. Besides, in terms of personality, the applicants had better be outgoing and patient. Finally, students who have related working experience will be given priority.

If you are interesting in this position, please do not hesitate to contact us via 12345678. We are expecting your active participation.

Postgraduate Association

## 6.2 2023 英 I

NOTICE

May 1,2023

Concrete duties can be outlined as follows. To be more specific, the job involves data collection and analysis. Besides, the candidate should be proficient in processing data. Finally, the student who has related working experience will be given priority.



### 6.3 2016 英 I

#### NOTICE

May 1, 2023

Welcome to our university for further study. The notice is meant to provide you with relevant information about the library.

Concrete details can be outlined as follows. To be more specific, the opening hour of our library is from . . . to . . . Besides, your students' cards are needed if you intend to enter the library. Finally, we have fashioned a series of rules in order to create clean reading surroundings. For instance, drinks and foods are strictly prohibited.

If you have other questions, please do not hesitate to contact us via . . . We are expecting your arrival.

Li Ming

### 6.4 2020 英 I

第一段参考邀请信

第二段参考邀请信 (2013)

Finally, you are expected to select one of your favorite songs and display your singing talent in the contest.



## 类型 7 (较难的) 建议信

### 7.1 2019 英 II

Dear Professor Smith,

I am more than honored to be asked to plan a debate, writing this email with the purpose of suggesting a specific topic and sharing my arrangement.

I am convinced that the topic concerning bike sharing is suitable, because although some people welcome this policy, others strongly object it. Thus, the topic is sure to arouse much debate. As for concrete arrangement, the debate can be held on Sunday, from 6:00 pm to 9:00 pm in the Lecture Hall.

I wish that you could take my proposal into account, expecting your positive reply.

Yours Sincerely,

Li Ming